



Los Angeles County AUDIT COMMITTEE

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Angela Mazzie
5th District

May 3, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**COMMISSION REVIEW PROCESS – SUNSET REVIEW OF THE LOS ANGELES
COUNTY INTERDEPARTMENTAL COORDINATION GROUP
(ALL DISTRICTS AFFECTED) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

Approve ordinance continuing the sunset review date for the Los Angeles County Interdepartmental Coordination Group to September 30, 2006.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

On December 1, 1994, the Audit Committee submitted its initial report in response to your Board's instruction to review the effectiveness of County commissions, committees and task forces defined under Chapters I and IV of the Los Angeles County Committee Book. Consistent with your Board's instructions, the Audit Committee is submitting the results of the evaluation of the Los Angeles County Interdepartmental Coordination Group performed by the Auditor-Controller and recommendations from the Audit Committee for further action by your Board.

The Interdepartmental Coordination Group (ICG) was created in 1995 and formally established in 1997 by the Board of Supervisors (LACC § 7.04.375). Most recently, Board Order 24 of the May 22, 2001 meeting and Ordinance 2001-0050 at the May 15, 2001 meeting extended the sunset review date to October 7, 2003.

ICG promulgates and recommends guidelines and procedures relating to the posting and closure of certain businesses found to be in violation of County Business License and other codes regulating businesses and business activities in the unincorporated areas of the County. It helps to disband illegally operating businesses and to control, regulate and enforce compliance with related business laws. Its mission assures the protection of neighborhoods, consumers and the public as well as the environment from any types of illegally functioning businesses by bringing together key County employees from the various compliance agencies and representatives of each Supervisor to initiate action against such businesses.

ICG's accomplishments during the evaluation period include:

- Worked with the Sheriff's Department, the Department of Health Services and other agencies to address the problem of unlicensed street vendors.
- Monitored Treasurer Tax Collector's reports regarding complaints and investigations against businesses operating without a license.
- Initiated closure proceedings against a recycling/reclamation business and a body art establishment operating in violation of business license and zoning codes.
- Reviewed and compared Right of Entry protocols from the Department of Public Works and Regional Planning for County personnel conducting departmental business on private property.
- Implemented a procedure in which new business licenses are referred to Regional Planning to check for zoning requirements.

FISCAL/FINANCING IMPACTS:

There is no impact to the general fund.

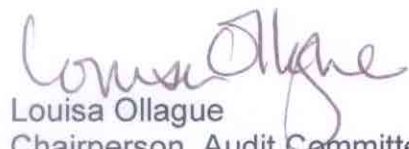
FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

ICG consists of thirteen members with indefinite terms, including representatives of each Supervisor and representatives from the following County Departments: Sheriff's Department, District Attorney, Forester and Fire Warden, Department of Health Services/Environmental Health, Regional Planning Department, Department of Public Works/Building and Safety, Treasurer Tax Collector and County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

ICG's goals for the next evaluation period include continuing to provide a basic coordination function of enforcing and streamlining the Business License Ordinance in Los Angeles County's unincorporated areas; coordinate enforcement sweeps of unlicensed street vendors in the unincorporated sections of the County; and pursue coordination of County business license actions with federal, State and local government agencies.

Respectfully submitted,



Louisa Ollague
Chairperson, Audit Committee

LO: ML: kw

cc: Chief Administrative Officer
Executive Officer of the Board of Supervisors
Commission Services
County Counsel
Auditor-Controller
Los Angeles County Interdepartmental Coordination Group



COUNTY OF LOS ANGELES
OFFICE OF THE COUNTY COUNSEL

648 KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET
LOS ANGELES, CALIFORNIA 90012-2713

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(213) 633-0901
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(213) 974-1955
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April 29, 2004

Violet Varona-Lukens, Executive Officer
Board of Supervisors
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Attention: Martha Littlefield, Audit Committee

Re: Interdepartmental Coordination Group

Dear Ms. Littlefield:

Please find enclosed an ordinance amending §7.04.375 of the Los Angeles County Code extending the authorization for the Interdepartmental Coordination Group to September 30, 2006.

Very truly yours,

OFFICE OF THE COUNTY COUNSEL

By

ALBERT D. KELLY
Principal Deputy County Counsel
Probate Division

APPROVED AND RELEASED:

RAYMOND G. FORTNER, JR.
Chief Deputy County Counsel


ADK
Enclosures

ANALYSIS

This ordinance amends section 7.04.375 of the Los Angeles County Code to extend the authorization for the Interdepartmental Coordination Group to September 30, 2006.

Office of the County Counsel

By



ALBERT D. KELLY
Principal Deputy County Counsel

ORDINANCE NO. _____

An ordinance amending Title 7- Business Licenses of the Los Angeles County Code, to extend authorization for the Interdepartmental Coordination Group.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 7.04.375 is hereby amended to read as follows:

7.04.375 Interdepartmental coordination group.

A. There is a body known as the interdepartmental coordination group which consists of one representative of each member of the board of supervisors and one representative from each of the following: the sheriff, the district attorney, the forester-fire warden, the treasurer-tax collector, the department of health services-environmental health, the department of public works-building and safety, and the regional planning commission.

B. It is the responsibility of the interdepartmental coordination group to do the following:

1. Establish by-laws governing its meetings and activities for the purpose of carrying out the objectives contained in detailed guidelines and procedures adopted by the board;

2. Promulgate and recommend to the board for adoption, detailed guidelines and procedures to implement the provisions of Section 7.04.380 relating to the posting and closure of certain businesses;

3. Promulgate and recommend to the board for adoption, detailed guidelines and procedures to coordinate and enhance business regulation and enforcement activities within unincorporated areas;

4. Submit a quarterly report to the board summarizing its activities and recommending to the board any changes or improvements of business regulation for unincorporated areas.

C. This ~~chapter~~ section shall expire on ~~October 7, 2003~~ September 30, 2006 unless earlier extended by action of the board of supervisors.



J. TYLER McCAULEY
AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 525
LOS ANGELES, CALIFORNIA 90012-2766
PHONE: (213) 974-8301 FAX: (213) 626-5427

January 15, 2004

TO: Audit Committee

AGENDA ITEM Id

FROM: J. Tyler McCauley *tm*
Auditor-Controller

SUBJECT: **SUNSET REVIEW FOR THE LOS ANGELES COUNTY
INTERDEPARTMENTAL COORDINATION GROUP (ICG)**

RECOMMENDATION

The Audit Committee recommend to the Board of Supervisors (Board) that the sunset review date for the Los Angeles County Interdepartmental Coordination Group be extended to September 30, 2006.

BACKGROUND

The Interdepartmental Coordination Group (ICG) was created in 1997 pursuant to County Code 7.04.345. The most recent sunset renewal was approved by the Board at its May 15, 2001 meeting.

ICG's functions are the following:

- A. Establish by-laws governing its meetings and activities for the purpose of carrying out the objectives contained in detailed guidelines and procedures adopted by the Board.
- B. Promulgate and recommend to the Board for adoption, detailed guidelines and procedures to implement the provisions of section 7.04.380 of the Los Angeles County code relating to the posting and closure of certain businesses.
- C. Promulgate and recommend to the Board for adoption, detailed guidelines and procedures to coordinate and enhance business regulation and enforcement activities within unincorporated areas.
- D. Submit a quarterly report to the Board summarizing its activities and recommending to the Board any changes or improvements of business regulation for unincorporated areas.

The ICG consists of thirteen members, comprised of representatives from each Board office and the following eight County Departments:

- ◆ Sheriff's Department
- ◆ District Attorney
- ◆ Forester and Fire Warden
- ◆ Department of Health Services/Environmental Health
- ◆ Regional Planning Department
- ◆ Department of Public Works/Building & Safety
- ◆ Treasurer and Tax Collector
- ◆ County Counsel

The commissioners have an indefinite term of office and do not receive compensation.

JUSTIFICATION

ICG's accomplishments during the evaluation period appear to conform to its mission of recommending improvements in business license regulation. It coordinates the investigation of businesses operating without the appropriate licenses. ICG works with the Sheriff's Department, Regional Planning Office, District Attorney's Office, Department of Health-Services, the Treasurer-Tax Collector, and other agencies to successfully initiate corrective action.

The ICG's accomplishments during the evaluation period included:

- Worked with the Los Angeles County Sheriff's Department and the Department of Health Services, as well as other agencies on the problem of unlicensed street vendors in the County.
- Monitored reports from the Treasurer-Tax Collector on complaints and investigations against businesses operating without a license.
- Initiated closure proceedings against a recycling/reclamation business and a body art establishment operating in violation of business license and zoning codes.
- Reviewed and compared Right of Entry protocols from the Department of Public Works and Regional Planning for County personnel conducting departmental business on private property.
- Implemented a procedure in which new business licenses are referred to Regional Planning to check for zoning requirements.

The ICG's goals for the next evaluation period include:

- Continue to provide a basic coordination function of enforcing and streamlining the Business License Ordinance in Los Angeles County's unincorporated areas.

- Continue to coordinate enforcement sweeps of unlicensed street vendors in the unincorporated sections of the County.
- Pursue coordination of County business license actions with federal, State, and local government agencies.

ICG schedules monthly meetings, but only meets when a commissioner has business to discuss. During the evaluation period of October 1, 2000 to September 30, 2003, the ICG held 18 of 36 scheduled meetings, with average attendance of eight (62%) members. Although ICG did not hold all scheduled meetings, it appears that the ICG meets the objectives adopted by the Board with a nominal County cost.

Please call if you have any questions.

JTM:DR:RAD
Attachments

c: Violet Varona-Lukens, Executive Officer
Robin A. Guerrero, Chief, Board Operations
Jim Corbett, Manager, Commission Services
Curt Pedersen, Chair, Interdepartmental Coordination Group
B. Eugene Romig, Assistant Manager, Commission Services

COMMISSION SUNSET REVIEW
INTERDEPARTMENTAL COORDINATION GROUP (ICG)
REVIEW COMMENTS

Mission. (Does the mission statement agree with the Board of Supervisors' purpose and expectations?)

Stated mission is as set forth in Chapter 7.04 of the Los Angeles County Code.
CONCUR

Section 1. Relevancy. (Is the mission still relevant and in agreement with the Board of Supervisors' purpose and expectations?)

ICG promulgates and recommends guidelines and procedures relating to the posting and closure of certain businesses. It also helps to disband illegally operating businesses and to control, regulate, and enforce compliance with related business laws. Its mission assures the protection of neighborhoods, consumers, the public, and the environment from these illegally functioning businesses. **RELEVANT**

Section 2. Meetings and Attendance. (Are required meetings held and is attendance satisfactory?)

ICG schedules monthly meetings, but only meets when a commissioner has business to discuss. During the evaluation period of October 1, 2000, to September 30, 2003, the ICG held 18 of 36 scheduled meetings, with an average attendance of eight (62%) members. **SATISFACTORY**

Sections 3 and 4. Accomplishments and Results. (Are listed accomplishments and results significant?)

The following describes the actions of the ICG during the review period:

- Worked with the Los Angeles County Sheriff's Department and the Department of Health Services, as well as other agencies on the problem of unlicensed street vendors in the County.
- Monitored reports from the Treasurer-Tax Collector on complaints and investigations against businesses operating without a license.
- Imitated closure proceedings against a recycling/reclamation business and a body art establishment operating in violation of business license and zoning codes.

- Reviewed and compared Right of Entry protocols from the Department of Public Works and Regional Planning for County personnel conducting departmental business on private property.
-
- Implemented a procedure in which new business licenses are referred to Regional Planning to check for zoning requirements. **SIGNIFICANT**

Section 5. Objectives. (Are the objectives compatible with the mission and goals and relevant within the current County environment?)

ICG's goals for the next evaluation period include:

- Continue to provide a basic coordination function of enforcing the Business License Ordinance in Los Angeles County's unincorporated areas.
- Continue to coordinate enforcement sweeps of unlicensed street vendors in the unincorporated sections of the County.
- Pursue coordination of County business license actions with federal, State, and local government agencies.

These objectives are consistent with ICG's mission. **RELEVANT**

Section 6. Resources. (Are the resources utilized by the entity in support of the entity's activities warranted in terms of the accomplishments and results?)

Commission members do not receive a stipend for attending meetings, but attend meetings and conduct commission business as part of their regular County duties. Clerical services provided by the Executive Office of the Board of Supervisors (BOS) are absorbed within the BOS' budget. **WARRANTED**

Section 7. Recommendation

EXTEND THE SUNSET REVIEW DATE FOR THE INTERDEPARTMENTAL COORDINATION GROUP TO SEPTEMBER 30, 2006.

ATTENDANCE RECORD

Average Attendance per Meeting. \rightarrow